

# CITY OF LAGUNA HILLS



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## CITY COUNCIL POLICY

**SUBJECT: GROUP PICNIC/PARK RESERVATION  
POLICY**

**POLICY No. 311**

*Effective Date: January 11, 2000*

*Last Revision: July 1, 2013*

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### **PURPOSE:**

To promote orderly and effective use and enjoyment of City Parks. Any group of 50 or more persons will be considered a "Large Group" and required to obtain a Facility Permit for Park use from the Community Services Department. Groups of less than 50 persons may reserve a Park if they desire to assure use of the site. Large Group Park use will not be permitted on consecutive weekend days at the same Park without special approval from the Community Services Department. Facility Permits are issued subject to compliance with the following Park use policies and regulations.

### **POLICY:**

It shall be the policy of the City of Laguna Hills to follow a prescribed process and consistent procedure regarding the authorization of Group Picnic/Park Reservations.

### **PROCEDURE:**

#### **I. POLICIES AND PROCEDURES**

- A. Applicants must complete a Facility Permit application for group picnic or Park facility use. The applications must be received at least fourteen (14) days in advance. Requests received less than fourteen (14) days in advance will be granted if conditions allow.
- B. An applicant must specify an exact list of the equipment that the applicant wishes to bring on the Facility Permit application. A map showing the locations of equipment may be required.
- C. The Community Services Department reserves the right to limit the hours of use of Park facilities to prevent adverse effect for adjacent residents or damage to the facilities or turf because of excessive use.
- D. All fees must be paid at the time of application.
- E. Deposit fees are not refundable if any condition of the reservation has not been met.

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- F. If cancellation is made less than 14 days prior to the scheduled Park use, fifty percent of the refundable deposit will be forfeited.
- G. Heavy rain, as determined by park staff, on the date of the reservation qualifies an applicant for a refund or selection of an alternate date. Be sure to contact park staff to confirm determination.
- H. **ALCOHOL IS PROHIBITED**. No Person shall consume, possess, sell, or transfer any alcoholic beverages within a Park per City Ordinance.
- I. Smoking is prohibited in a Park per City Ordinance.
- J. Dependent upon the nature of the proposed activity or Park use, the City may, at its discretion, require the applicant to obtain, at his/her own expense, a comprehensive general liability insurance policy covering bodily injury and property damage in an amount not less than 1,000,000 combined single limit from an insurer admitted within the State of California. This liability insurance policy must name, as additional insured, the City of Laguna Hills, its officers and employees. The City, depending on the nature of activity may also require that this insurance cover the applicant's participants as well as spectators or others attending the activity. These insurance provisions shall be submitted to the City Clerk via the Community Services Department for approval at least fourteen (14) days prior to reservation date. (See attached "Guidelines for Obtaining an Insurance Certificate.")
- K. Amplified sound systems, generators, moon bounces, tents, dunk tanks, pony rides, tents, or other items that could cause damage or disruption should be noted on the application form and are not permitted unless approved by the Director, or his or her designee. They must be kept in designated areas only. The applicant must provide an adequate safety and cleanup plan for review prior to approval. Additional insurance may be required at applicant's expense.
- L. Large Group Park users utilizing the Laguna Hills Community Center and Sports Complex may not use Community Center facilities (except restrooms) or other City Facilities without a separate reservation.

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- M. Park amenities (including fields, volleyball and basketball courts, etc.) may be reserved for up to three (3) hours of use in conjunction with a group picnic reservation when available. To request a Park amenity use reservation, please indicate a three (3) hour time slot on the application. Otherwise, all amenities are on a first come, first serve basis and cannot be reserved.
- N. No glass containers are allowed in a Park per City Ordinance.
- O. Applicant is responsible for cleanup following the reservation period. Groups failing to perform cleanup after their activity will forfeit their total deposit.
- P. Group picnics in excess of 500 attendees may require a Special Event Permit, additional approvals from other City departments, and other requirements or documentation as determined by the Community Services Department based on the nature of the event.
- Q. Group users must abide by all regulations stated in the Park and Recreation Facility Use Regulations (City of Laguna Hills Municipal Code, Chapter 8-04).

**II. PARK USE FEES – (UPDATED 07/01/2013)**

	<b>A RESIDENT NON-PROFIT</b>	<b>B RESIDENT PRIVATE</b>	<b>C NON-RESIDENT NON-PROFIT</b>	<b>D NON-RESIDENT PRIVATE</b>	<b>E COMMERCIAL</b>
<b>Neighborhood Park</b>					
Refundable Deposits	\$100.00	\$100.00	\$100.00	\$100.00	\$200.00
Rental Fees	\$0	\$20.00/hr	\$ 40.00/hr	\$ 45.00/hr	\$ 60.00/hr
<b>CC Sports Complex</b>					
Refundable Deposits	\$100.00	\$100.00	\$100.00	\$100.00	\$200.00
Picnic Shelter Rental Fees (per bay)	\$15/hr	\$25.00/hr	\$40.00/hr	\$50.00/hr	\$75.00/hr
Picnic Shelter Entire Bay Rental	\$45.00/hr	\$75.00/hr	\$95.00/hr	\$155.00/hr	\$230.00/hr
Picnic Shelter Entire Bay Overnight (flat fee)	\$90.00	\$150.00	\$180.00	\$300.00	\$450.00
Gazebo	\$10.00/hr	\$10.00/hr	\$15.00/hr	\$15.00/hr	\$15.00/hr
Town Green	\$25.00/hr	\$30.00/hr	\$35.00/hr	\$40.00/hr	\$45.00/hr

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**ATTACHMENTS:**

- None